



DONALD L. WOLFE, Director

# COUNTY OF LOS ANGELES

## DEPARTMENT OF PUBLIC WORKS

*"To Enrich Lives Through Effective and Caring Service"*

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IN REPLY PLEASE

REFER TO FILE: **AS-0**  
**71063**  
**Supplement 2**

July 20, 2006

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, CA 90012

Dear Supervisors:

**OFF-SITE STORAGE AND RETRIEVAL OF RECORDS  
ALL SUPERVISORIAL DISTRICTS  
3 VOTES**

**IT IS RECOMMENDED THAT YOUR BOARD:**

Approve supplementing Contract No. 71063 for the Off-site Storage and Retrieval of Records with Iron Mountain, Incorporated, by \$20,000, increasing the aggregate maximum annual amount from \$50,000 to \$70,000. Funds are available within various Fiscal Year 2006-07 Public Works Funds.

**PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

The purpose of this recommended action is to supplement the annual contract amount for this program by \$20,000, increasing the contract's annual not-to-exceed amount to \$70,000. On October 14, 1997, Synopsis 21, your Board approved Contract No. 71063 for Off-site Storage and Retrieval of Records with Pierce Leahy Corporation, which subsequently merged with Iron Mountain, Incorporated, authorizing an aggregate annual contract expenditure of \$30,000. This program is designed to store various Public Works documents for extended periods of time. The volume of documents that is required to be retained in accordance with our record retention policies exceeds the amount of record storage space available at our facilities.

On June 5, 2001, Synopsis 60, your Board approved supplementing this contract's annual amount by \$20,000, increasing this contract's annual not-to-exceed amount to \$50,000. This request for an additional annual supplement of \$20,000 is now necessary due to demands to store a high volume of records generated by the LAC/USC Medical Center project as well as for storing records due to the downsizing of a Building and Safety field office.

### **Implementation of Strategic Plan Goals**

This recommended action is consistent with the County Strategic Plan Goal of Organizational Effectiveness. This supplement will improve internal County operations through the utilization of the contractor's expertise to effectively provide these record storage services.

### **FISCAL IMPACT/FINANCING**

The additional \$20,000 will increase the contract's annual not-to-exceed amount from \$50,000 to \$70,000. Funds are available within various Fiscal Year 2006-07 Public Works Funds. Total annual expenditures for this service, however, will not exceed the amount approved by the Board, and no service will be ordered without the funding authorization of Public Works Financial Management Branch. There will be no impact on net County cost.

### **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

Except as provided for herein, all terms, conditions, requirements, prices, and specifications of the contract will remain unchanged.

### **ENVIRONMENTAL DOCUMENTATION**

This recommended contract supplement does not constitute a project as defined by the California Environmental Quality Act (CEQA), and therefore is not subject to the provisions of CEQA.

### **IMPACT ON CURRENT SERVICES (OR PROJECTS)**

The approval of this request will not result in any impact on other current services or projects.

The Honorable Board of Supervisors  
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**CONCLUSION**

One adopted copy of this letter is requested.

Respectfully submitted,

DONALD L. WOLFE  
Director of Public Works

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cc: Chief Administrative Office  
County Counsel